For questions or notifications, please send an email to nsm_research@uh.edu or email your primary research contact:

**Primary Research Contact**

- **Greg Chu** (713-743-5785)  
  [hychu@uh.edu](mailto:hychu@uh.edu)
- **Chris Grant** (713-743-7669)  
  [cgrant3@central.uh.edu](mailto:cgrant3@central.uh.edu)
- **Stacy Smeal** (713-743-6702)  
  [sjsmeal@central.uh.edu](mailto:sjsmeal@central.uh.edu)

**Department**

- **Computer Science**
- **Mathematics**
- **Chemistry**
- **Physics**
- **Biology & Biochemistry**
- **Earth and Atmospheric Sciences**
- **CNRCS**

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**Proposal Submission Schedules:**

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<tr>
<th>Review</th>
<th>Notify Research Office Contact</th>
<th>Provide Financial &amp; Administrative Documents</th>
<th>Submissions per Calendar Year</th>
</tr>
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<tr>
<td>Regular</td>
<td>5 business days before deadline</td>
<td>3 business days before deadline</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Expedited</td>
<td>3 business days before deadline</td>
<td>2 business days before deadline</td>
<td>2</td>
</tr>
</tbody>
</table>

**Notification:**

Please email your primary research contact as soon as you know you would like to submit a proposal. In the notification email, please provide:

1) Solicitation information
2) PI name (lead institution, if subaward), list of Co-PI(s) and subaward(s)
3) Title of the proposal
4) Draft of the abstract

**Financial and Administrative Documents:**

1) Budget, budget justification, and personnel finalized, including all cost sharing, subaward, and external consultant documentation.
2) ALL finalized documents except research strategy/project description; may vary by project:
   - Cover Page
   - Current & Pending Support
   - Biosketches
   - Data Management/Sharing, Mentoring Plans
   - Vertebrate Animal/Human Subjects Sections
   - Supplementary Documents
   - Cover Letter
   - Letters of Support
   - Equipment, Facilities, Other Resources
   - Project Summary/Abstract (draft)

**Science/Technical Documents**

The “Science” of the project (i.e., Project Summary, Aims, Project Description and Research Strategy) must be submitted/uploaded no later than 3 hours before the deadline. If you would like formatting and proofreading to be done on the science, it must be submitted 3 business days prior to deadline.

*For NSF grants, “Submit Access” must be granted 3 hours before submission deadline.*